



USAID | NIGERIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72062022R10012

ISSUANCE DATE: February 10, 2022

CLOSING DATE/TIME: February 25, 2022

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC) USAID Program Management Specialist (Humanitarian Assistance Response Technical)

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the Attached 1.

Sincerely,

Janine A. Scott
Contracting Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72062022R10012
- 2. ISSUANCE DATE:** February 10, 2022
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** February 25, 2022/4.30pm Nigerian time
- 4. POINT OF CONTACT:** EXO/HR, e-mail at abujahr@usaid.gov
- 5. POSITION TITLE:** USAID Program Management Specialist (Humanitarian Assistance Response Technical)
- 6. MARKET VALUE:** N15,890,203 to N23,931,775 equivalent to FSN-11; 40 Hours per week in accordance with AIDAR Appendix J and the Local Compensation Plan of United States Mission, Nigeria (Effective August 30, 2020). Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** Five (5) years renewable, estimated to start o/a March 2022.
- 8. PLACE OF PERFORMANCE:** Abuja, Nigeria with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:** Open to Cooperating Country Nationals (Nigerian Citizens and Permanent Residents).
- 10. SECURITY LEVEL REQUIRED:** CCNPSC Clearance.

11. STATEMENT OF DUTIES

Background

The BHA/HART Program Management Specialist – Cooperating Country National (CCN) is a member of the US Agency for International Development (USAID)/Nigeria Humanitarian Assistance Response Technical (HART) Office, which supports the USAID Bureau for Humanitarian Assistance (BHA) portfolio totaling more than \$330 million each year. The Project Management Specialist provides technical oversight and guidance on USAID BHA strategies, programs, and activities that advance the HART agenda in Nigeria, with a specific emphasis on the USAID humanitarian response in the Northeast and monitoring emerging crises across the country. The incumbent represents USAID and liaises with senior leadership of the Government of Nigeria, major donors and partners in coordination and strategic forums related to all aspects of the HART portfolio. In close coordination with BHA counterparts in Washington, the incumbent leads the planning, designing, monitoring and management of humanitarian activities. This position will be the Activity Manager for up to ten BHA awards in Nigeria totaling approximately \$100 million annually, and will be responsible for

performance and results management, technical direction, and coordination of approximately a third of the over \$300 million BHA yearly portfolio. This position requires a highly collaborative, proactive work style and work-related travel.

2. Statement of Duties to be Performed:

Strategic and Technical (75%)

- Lead the design, implementation, and performance management of a robust and dynamic portfolio of humanitarian assistance activities. Serve as an Activity Manager and assist headquarters-based Agreement Officer's Representatives (AORs) in managing humanitarian awards by providing field-based insights, knowledge, and perspectives.
- Monitor and report on implementation of ongoing BHA programs. Conduct regular partner meetings to discuss activity implementation. Based on the information collected during partner meetings, communicate findings and recommendations to HART Office management, BHA Washington, and, as appropriate, to partners, sector leads, other donors, and Government of Nigeria counterparts. Recommend adjustments and improvements in USAID partner humanitarian assistance activities to promote efficiency, effectiveness, and cost savings.
- Develop and maintain knowledge of USAID and USG humanitarian priorities and strategies within Nigeria and USAID/HART's contributions and comparative advantages of those efforts.
- In close coordination with the Office Director, Program Coordinator, and the DC-based Nigeria Team, work with non-governmental organizations (NGOs), international organizations (IOs), and United Nations (UN) agencies that are developing proposals for HART (including timely grant amendments and extensions).
- With guidance from the Senior Humanitarian Advisor and Program Coordinator, coordinate with the donor community on policy issues affecting humanitarian operations, and develop integrated, non-duplicative programs.
- Provide regular reporting, through official cables and other means, on issues related to the humanitarian situation in Nigeria.
- Provide overviews of patterns and trends in the humanitarian situation, to include political, economic, social, and operational issues impacting humanitarian efforts, and keep the team current on response issues. Uses judgement and experience to assess the accuracy of information, reliability of sources, and the relevance of the information. Also provides analysis on how these trends affect the development and implementation of BHA's emergency programming.
- Provide regular reports on site visits, meetings, general atmospherics, and other issues that impact humanitarian relief efforts.
- Prepare briefing papers, notes and presentations on HART programming for official USG visitors interested in humanitarian issues.
- Serve as peer mentor to team members on grants management and portfolio management, to include HART's business process, portfolio-specific budget and workload management, and post award monitoring and management.
- Support team efforts to continually assess emergency response and disaster risk reduction needs in Nigeria in order to ensure that HART's programs are appropriately responsive.
- Review concept papers and proposals and provide recommendations/comments to

HART and AOR for final funding determination.

- Participate in and report on joint donor humanitarian evaluations and UN-led assessments and participate actively in the international community response structures.
- Travel as permitted to support team efforts to assess, evaluate and monitor humanitarian conditions in Nigeria, and make strategic recommendations for appropriate interventions.

Representation and Coordination (25%)

- Support the team in maintaining relations with the humanitarian community in Nigeria in representing USAID on humanitarian issues. This will include but is not limited to UN agencies, IOs, NGOs, USG personnel, donors, host government authorities, and others.
- As requested, meet regularly with donors, host government officials, USG agencies, and others on humanitarian issues in order to explain, advocate for, and advance HART's priorities and to help coordinate USG and international humanitarian activities.
- Work with HART's program staff based in Washington, D.C., the regional office in Dakar, and in Nigeria in the development of HART's programming for response and disaster risk reduction activities in Nigeria, ensure complementarity between the two strategies, and oversee implementation of each.

3. **Supervisory Relationship:** The PMS works under the direct supervision of the HART Office Director who provides overall objectives and expected results to be achieved, assigns specific tasks, provides suggested approaches to consider and reviews completed reports and assignments. Assignments are made orally and in writing. Achievements are regularly reviewed, and feedback provided.
4. **Supervisory Controls:** Full supervision of other USAID staff is not contemplated, on a regular basis, but the PMS will be expected to serve in an acting capacity for the HART Program Coordinator. The exercise of administrative supervision and technical guidance to technical office staff on strategic information management techniques is contemplated.

12. PHYSICAL DEMANDS: The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** A minimum of Bachelor's degree in political science, sociology, economics, business, or public administration or in other fields relevant to humanitarian assistance, international development, program evaluation, research, and international programs is required.
- b. **Prior Work Experience:** A minimum of five (5) years of progressively responsible professional experience in the design, management, and/or implementation of humanitarian and/or development activities is required.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a

competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

Applicants who clearly meet the minimum Education and Prior work Experience requirements and basic eligibility requirements will be further evaluated based on scoring of the Evaluation Factors listed below. The highest-ranking applicants may be selected for an interview.

FACTOR #1:

Job Knowledge: The PMS must possess knowledge of humanitarian assistance including emergency response and familiarity with BHA; USG development programmatic design, implementation, and evaluation; In-depth knowledge of Nigerian culture, society, and values and strong working knowledge of computer applications to carry out management and statistical analysis.

FACTOR #2:

Skills and Abilities: The job hold must have the following skills:

Interpersonal Skills: Ability to develop and maintain effective working relationships within the HART Office, technical advisors and Washington, DC Nigeria Team, NGO and UN partners, and relevant USG agencies.

Professionalism: Ability to apply complex rules and processes to a variety of situations with a view toward accomplishing program objectives and meeting the needs of stakeholders; keeps abreast of changes and is able to adapt readily; shows persistence and remains calm in stressful situations. Analytical Thinking: Uses facts and available information to develop logical assumptions; recognizes inconsistencies between facts and/or other data and draws correct inferences from information. Understands data/information collection, management, synthesis, and integration.

Planning and Organization: Skillfully identifies and manages priority tasks and issues; plans for risks and allows for contingencies; monitors and adjusts plans and actions as necessary; meets deadlines and achieves results with high quality; works effectively on multiple tasks under intense time pressure.

Communication: Speaks and writes clearly and effectively; listens effectively, tailors language, tone, style and format to match audience; able to explain rules and the rationale behind them; excellent use of English in written or oral presentations.

Computer and Software Skills: Possess knowledge and skills needed to effectively and efficiently use computers and office software including Microsoft Word, Excel, Power Point, e-mail, and the internet; able to learn and use M&E-related programs, and tools including presentation material incorporating effective graphics.

Teamwork: Works collaboratively with colleagues to achieve goals; demonstrates respect for people and is willing to learn from others; places team agenda before personal agenda; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

FACTOR #3:

Language Proficiency: Level IV fluency in English for speaking, reading, and writing is required.

Evaluation Factors:

Factor #1 - 15 points

Factor #2 - 10 points

Factor #3 - 5 points

Factor #4 – Interview Performance: 70 points

Total Possible Points: 100 points

SELECTION PROCESS

(1) After the closing date for the receipt of applications, applications will initially be screened for conformity with the minimum requirements and a short list of applicants developed.

(2) Following this initial review and short listing, a Technical Evaluation Committee (TEC) will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation factors. Applications from candidates which do not meet the minimum requirements will not be evaluated. As part of the selection process, finalist candidates will be interviewed. Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.

(3) USAID reserves the right to interview only the highest ranked applicants in person or by phone OR not to interview any candidate.

(4) Applicants are required to provide three (3) reference persons who are not family members or relatives, with working telephones and email contacts. The references must be able to provide substantive information about applicant's past performance and abilities. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish for the current employer to be contacted as a reference check, this should be stated in the resume.

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit the offer form AID 309-2. (Offeror Information for Personal Services Contracts with Individuals); or a current resume that provides the same information as AID 309-2 form. The form can be found on this link <https://www.usaid.gov/forms/aid-309-2>

2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I**.
3. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.
4. **Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors** - The Offeror will be required to show proof that the Offeror is fully vaccinated against COVID-19 on or before the first date of onboarding, or submit an approved reasonable accommodation to the CO. If the contractor does not meet this requirement the contract may be terminated.*
 * *See Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042 in Section VIII below.*
5. All documentation that supports or addresses the requirements listed above (e.g., certificates of education (degree), NYSC certificate/exemption etc.) **MUST** be attached to the application.
6. A type-written and signed application letter specifically applying for this position and addressing the minimum requirements as advertised.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

1. Medical History and Examination Form (Department of State Forms)
2. RSO Security Questionnaire
3. BI Guide Questionnaire
4. THOR Enrollment Intake Form

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. **BENEFITS:**
 - a. Health Insurance
 - b. Annual Salary Increase (if applicable)
 - c. Annual and Sick leave
 - d. Annual Bonus
2. **ALLOWANCES (as applicable):**
 - a. Transportation Allowance
 - b. Meal Allowance
 - c. Miscellaneous Allowance
 - d. Housing Allowance

VII. TAXES

The Mission emphasize to its employees of the fact that they are obliged to observe Nigerian Laws, including those concerning income and related tax obligations. Payment of such taxes is a matter between the individual employee and the Nigerian Government. In the absence of a specific international agreement, the U.S. Government will not withhold local taxes from an employee's salary.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCNPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf

2. PART 52—SOLICITATION PROVISIONS AND CONTRACT CLAUSES

Subpart 52.2—Text of Provisions and Clauses

52.223-99 Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors, Alternate 70.

ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL CONTRACTORS (OCT 2021)-Alternate 70 (OCT 2021) (M/OAA-DEV-FAR-22-01c)

(a) *Definition.* As used in this clause -
United States or its outlying areas means—

- (1) The fifty States;
- (2) The District of Columbia;
- (3) The commonwealths of Puerto Rico and the Northern Mariana Islands;
- (4) The territories of American Samoa, Guam, and the United States Virgin Islands; and
- (5) The minor outlying islands of Baker Island, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Islands, Navassa Island, Palmyra Atoll, and Wake Atoll.

(b) *Authority.* This clause implements Executive Order 14042, Ensuring Adequate COVID Safety Protocols for Federal Contractors, dated September 9, 2021 (published in the Federal Register on September 14, 2021, 86 FR 50985).

(c) *Personal Services Contracts with individuals.* As a matter of policy, the contractor must comply with the USAID’s guidance applicable to direct-hire federal employees.

(End of clause)

Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042

USAID will take no action to enforce the clause (FAR 52.223-99) implementing the requirements of Executive Order 14042, absent further written notice from USAID, where the place of performance identified in the contract is in a U.S. state or outlying area subject to a court order prohibiting the application of requirements pursuant to the Executive Order (hereinafter, “Excluded State or Outlying Area”). In all other circumstances, USAID will enforce the clause, except for contractor employees who perform substantial work on or in connection with a covered contract in an Excluded State or Outlying Area, or in a covered contractor workplace located in an Excluded State or Outlying Area. A current list of such Excluded States and Outlying Areas is maintained at <https://www.saferfederalworkforce.gov/contractors/>.

3. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: 620FY22BHA; 72X10350000/620-M /1130007/1210601/ 1150957	1	LOT	\$ _TBD__	\$ _TBD at Award after negotiations with Contractor_

4. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
5. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.
6. **PSC Ombudsman**
 The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page

for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.